Foundation Financial Information System

System Overview

Quick Reference Guide

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Accounting Code Classification Structure (ACCS)

FFIS uses standard codes to represent accounting information on all tables, documents, and reports. The ACCS provides the framework for establishing budget structures, collecting and distributing costs, and producing NASS and USDA reports. ARS has mapped its current accounting code structure to the ACCS fields available in FFIS.

The following table lists the relevant budget terms from ARS's current systems. It crosswalks these terms to the standard codes used in FFIS for the budgetary, spending and revenue portions of ACCS. The table also indicates the field length for each code in FFIS and the FFIS reference table that stores the valid values for each code.

ARS Term	Accounting Code	Position Number in FFIS	Associated FFIS Table
Fiscal Year	Budget Fiscal Year	1	Budget Fiscal Year Table (BFYS)
Fund	Fund	2 – 3	Fund Table (FUND)
Location (4th Level Mode Code)	Organization Level 1	4 – 7	Organization Table (ORGN)
Lab/Manage-ment Unit	Organization Level 2 / 3	8 – 10	Organization Table (ORGN)
Limit Code, R&M, etc.	Reporting Category	11 – 14	Reporting Category Table (RPTG)

System Login

Prompt	Action
NFC screen…	
ENTER USERID	Key in your assigned user ID. Press Tab.
PASSWORD	Key in your password. Your password is not displayed on the screen. Press Enter.
ENTER APPLICATION NAME	Leave blank. Press **Enter**

Menu screen…	
ENTER APPLICATION NAME OR SELECTION NUMBER	On the Menu Screen, type 2 (Financial Information Systems) and press Enter.

```
==========================================================================
==  04/18/01        SNX32702           T30IPB01          PF1=HELP    ==
==========================================================================
==                                                                      ==
==              NN    NN      FFFFFFFF      CCCCCCCC                     ==
==             NNN    NN      FFFFFFFF      CCCCCCCC                     ==
==            NNNN    NN        FF            CC                         ==
==           NN NN NN         FFFFFFFF        CC                         ==
==           NN  NNNN         FFFFFFFF        CC                         ==
==           NN   NNN           FF          CCCCCCCC                     ==
==           NN    NN           FF          CCCCCCCC                     ==
==  ================================================================  ==
==  =========            National Finance Center         =========  ==
==   =========      Office of the Chief Financial Officer   =========  ==
==    =========     United States Department of Agriculture  =========  ==
==    ================================================================  ==
==                        For Authorized Use Only                       ==
==     ENTER USER ID =          PASSWORD =          NEW PASSWORD =       ==
==                                                                      ==
==        ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU      ==
==                                                                      ==
==                                                                      ==
==                                                                      ==
==========================================================================
```
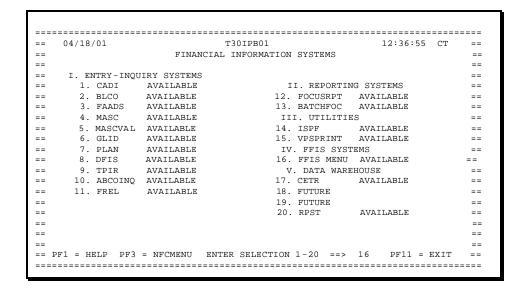
```
==========================================================================
==  04/18/01      SNX32702   MENU for FV306    T30IPB01     12:34:38 CT   ==
==========================================================================
==                                                                      ==
==  SELECT ONE:                                                         ==
==                                                                      ==
==     1. PAYROLL/PERSONNEL SYSTEMS                                     ==
==     2. FINANCIAL INFORMATION SYSTEMS                              ==    ==
==     3. PROPERTY MANAGEMENT INFORMATION SYSTEMS                       ==
==     4. ADMINISTRATIVE INFORMATION SYSTEMS                            ==
==     5. DEVELOPMENT SYSTEMS  <NFC ONLY>                               ==
==     6. DATA BASE TEST SYSTEMS  <NFC ONLY>                            ==
==     7. MISSION ASSIGNMENT TRACKING SYSTEM  <GAO ONLY>                ==
==                                                                      ==
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==>  2        PF11 = EXIT  ==
==========================================================================
==                         MESSAGE BOARD                               ==
==                                                                      ==
==                                                                      ==
==                                                                      ==
==                                                                      ==
==========================================================================
```
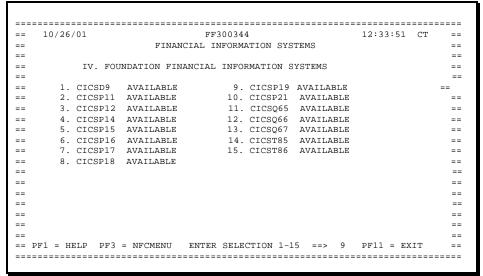
System Login, *continued*

Financial Information Systems screen…	
SELECTION	On the Financial Information Systems Screen, type 16 (FFIS Menu Available) and press Enter.

Next Financial Information Systems screen…	
SELECTION	Type the number that corresponds with CICSP19 (the region for ARS's Production Application). Press Enter. At the time this Quick Reference Guide was updated, the corresponding number was 9. However, the selections on this screen change from time to time.

```
============================================================================
==  04/18/01                  T30IPB01                   12:36:55  CT    ==
==                     FINANCIAL INFORMATION SYSTEMS                      ==
==                                                                        ==
==    I. ENTRY-INQUIRY SYSTEMS                                            ==
==       1. CADI     AVAILABLE              II. REPORTING SYSTEMS         ==
==       2. BLCO     AVAILABLE          12. FOCUSRPT    AVAILABLE         ==
==       3. FAADS    AVAILABLE          13. BATCHFOC    AVAILABLE         ==
==       4. MASC     AVAILABLE             III. UTILITIES                 ==
==       5. MASCVAL  AVAILABLE          14. ISPF        AVAILABLE         ==
==       6. GLID     AVAILABLE          15. VPSPRINT    AVAILABLE         ==
==       7. PLAN     AVAILABLE             IV. FFIS SYSTEMS               ==
==       8. DFIS     AVAILABLE          16. FFIS MENU   AVAILABLE       ==
==       9. TPIR     AVAILABLE              V. DATA WAREHOUSE             ==
==      10. ABCOINQ  AVAILABLE          17. CETR        AVAILABLE         ==
==      11. FREL     AVAILABLE          18. FUTURE                       ==
==                                      19. FUTURE                       ==
==                                      20. RPST        AVAILABLE         ==
==                                                                        ==
==                                                                        ==
==                                                                        ==
== PF1 = HELP  PF3 = NFCMENU   ENTER SELECTION 1-20  ==>  16   PF11 = EXIT  ==
============================================================================
```

```
============================================================================
==  10/26/01                  FF300344                   12:33:51  CT    ==
==                     FINANCIAL INFORMATION SYSTEMS                      ==
==                                                                        ==
==      IV. FOUNDATION FINANCIAL INFORMATION SYSTEMS                      ==
==                                                                        ==
==     1. CICSD9   AVAILABLE          9. CICSP19 AVAILABLE              ==
==     2. CICSP11  AVAILABLE         10. CICSP21  AVAILABLE              ==
==     3. CICSP12  AVAILABLE         11. CICSQ65  AVAILABLE              ==
==     4. CICSP14  AVAILABLE         12. CICSQ66  AVAILABLE              ==
==     5. CICSP15  AVAILABLE         13. CICSQ67  AVAILABLE              ==
==     6. CICSP16  AVAILABLE         14. CICST85  AVAILABLE              ==
==     7. CICSP17  AVAILABLE         15. CICST86  AVAILABLE              ==
==     8. CICSP18  AVAILABLE                                            ==
==                                                                        ==
==                                                                        ==
==                                                                        ==
==                                                                        ==
==                                                                        ==
==                                                                        ==
==                                                                        ==
== PF1 = HELP  PF3 = NFCMENU   ENTER SELECTION 1-15  ==>  9   PF11 = EXIT  ==
============================================================================
```

System Login, *continued*

Next Financial Information Systems screen…	
SELECTION	Type the number that corresponds with FF03 – ARS (ARS Production Application). Press Enter. At the time this Learners' Guide was updated, the corresponding number was 1.

USDA banner screen…	
COMMAND	On the USDA FFIS Banner Screen, type 1 (Table Inquiry/Update). Press Tab.
USERID	Key in your assigned FFIS user ID. (This may be different from your NFC user ID.)
PASSWORD	Key in your password. Your password is not displayed on the screen. Press Enter.

```
================================================================================
==  10/26/01                       FF300344                 12:35:38  CT    ==
==                        FINANCIAL INFORMATION SYSTEMS                      ==
==                                                                          ==
==                                CICSP19                                    ==
==                                                                          ==
==      1. FF03-ARS         AVAILABLE                                  ==
==      2. FF18-ERS         AVAILABLE                                        ==
==      3. FF20-NASS        AVAILABLE                                        ==
==      4. FF22-CSREES      AVAILABLE                                        ==
==                                                                          ==
==                                                                          ==
==                                                                          ==
==                                                                          ==
==                                                                          ==
==                                                                          ==
==                                                                          ==
==                                                                          ==
==                                                                          ==
== PF1 = HELP  PF3 = NFCMENU   ENTER SELECTION 1-4   ==>  1   PF11 = EXIT   ==
================================================================================
```

```
**\   **\  ******\ *******\   ****\    ********\ ********\ ******\  ******\
**\   **\ ********\ ********\  ******\   ********\ ********\ ******\ ********\
**\   **\ **\\\\\**\ **\\\\\**\ **\\\\\**\  **\\\\\\\ **\\\\\\\  **\\\ **\\\\**\
**\   **\ **\   \\ **\   **\ **\   **\  **\\\\\\\ **\       **\  **\   \\
**\   **\ *******\  **\   **\ ********\ * ******\  ******\     **\  *******\
**\   **\ *******\  **\   **\ ********\ * ******\  ******\     **\   *******\
**\   **\  \\\\**\ **\   **\ **\\\\\**\  **\\\\\  **\\\\\     **\    \\\\\**\
**\   **\ **\   **\ **\   **\ **\   **\  **\       **\       **\     **\  **\
 ******\\ ********\ *******\ **\   **\ **\       **\       **\     ******\ ********\
  *****\   ******\\ *******\\ **\   **\ **\       **\      ******\  ******\\
   \\\\     \\\\\\   \\\\\\\  \\   \\   \\       \\       \\\\\\   \\\\\\

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             SELECT BY NUMBER:  1.  TABLE INQUIRY/UPDATE (MTI)
                                X.  EXIT
        COMMAND: 1
              USERID: freduser        PASSWORD:
         NEW PASSWORD:              VERIFICATION:
```

After you press Enter, you will see the FFS Title Screen

General Navigation

Document/Table Commands	Action Performed
<TAB>	Moves the cursor to the next field
<SHIFT TAB>	Moves the cursor to the previous field
<HOME>	Moves the cursor to the ACTION or COMMND field
ARROW KEYS	Moves cursor from character to character (You cannot use the mouse to move the cursor on the screen.)
<ENTER>	Executes an action
<DELETE>	Erases a character under the cursor

Document Commands

Common Document Commands	Action Performed	
E	Edits a document	
F *or* END	Exits a document	
<ENTER>	From a document header screen:	Moves user to the first line screen
	From a line screen:	Moves user to the next line
	After entering a letter command (e.g., E *or* R:)	Processes the command
	From an error code:	Moves user to the error code's explanation on ERRG
NEW	A new document screen appears	
P_<TABLE NAME>	Pauses to a specified table. Use **E** to exit the table and return from a pause back to the document	
R	Runs *or* processes a document	
Z ("ZOOM")	Holds a user's place on a specific record on a table, allowing the user to move to other tables. User is allowed up to five zooms before needing **E** to return to held tables.	
<	Back – the preceding screen will be displayed	

Additional Document Commands	Action Performed
A	Approves a document with status of PEND*n*, where *n*=1-5 approval level. This action code may only be used by those with proper authority.
B *or* BD	Displays the last screen of the document (Bottom of Document)
DELETE DOC	Deletes the document
DL	Deletes a line of the document
EB	Edits a batched group of documents
HOLD DOC	Holds the document and prevents it from being processed by the offline process
IL	Inserts a new line in the document
RB	Runs/processes a batched group of documents
SAVE	Saves the current document
SCHEDULE DOC	Schedules a document for processing after it has been held
T *or* TD	Moves the user from the line screen back to the header screen (Top of Document)
UNDELETE DOC	Undeletes a document that was inadvertently deleted

Document Status Codes

Status Code	Definition	Action that Resulted in This Status
ACCPT	Accepted— Document is accepted.	A document has been run
REJCT	Rejected— Document is rejected. It will not be processed until corrections are made and the document passes the edit phase.	A document has been edited or run
SCHED	Scheduled— Document will be picked up by the offline processing utility or manually run.	A document has been edited
HELD	Held—Document is being held by a user. It cannot be processed by either the offline utility or online until it is returned to scheduled status.	A user has placed a hold on the document from within the document itself or from SUSF
DELET	Deleted—Document has been deleted.	A user has deleted the document from within the document itself or from SUSF

PEND*n* (*n*=1-5)	Pending—Document is held, pending the next level of approval authority.	A user has edited the document and it requires approval from the next level of authority

Document Errors

Error (Last character of error code)	Definition
Warning Error W	• Advises you of situations that may need further attention. • These errors **do not** prevent you from completing the processing of the document (accepted status).
Overrideable Error O	• Advises you of situations requiring special attention. • These errors **do** prevent you from processing successfully. • An individual with the proper authority may override the error, allowing the document to be completed and accepted.
Hard Error E	• Indicates that something is wrong (e.g., an invalid code was entered or a required field was left blank). • These messages **do** prevent you from processing successfully. In receiving this error message, you must correct the problem or the document will be rejected.

Step	Action
1	From the document, arrow down to the System Message Line so that the cursor is on the error message.
2	Press Enter. The ERRG table is displayed.

A list of warning errors and messages are found online in the Error Guide Table (ERRG). To find the definition and suggested solution for an error that appears at the bottom of your document, follow the steps below:

Table Actions

Table Actions	Action Performed
A	Add—Adds a record to the table When lines are successfully added, the system displays a message at the bottom of the screen: '*L030 ALL LINES ADDED.'
B	Back—Exits a table to return to the previous screen. Used in sequence after the following actions: • P (pause) • L (leaf) • Z (zoom)
C	Change—Changes a data field in the table. Only the values in those fields that <u>are not key fields</u> can be modified with the change action. When all changes have been made, the system edits the values entered in the data fields. When lines are successfully changed, the following message appears at the bottom of the screen: '*L031 ALL LINES CHANGED.'

Table Actions	Action Performed
D	Delete—Deletes a record from the table. If a table displays multiple entries per screen, a line(s) can be excluded from the deletion process. To do this, the cursor is placed on the first key field in the line, and the space bar is pressed once to remove the first character in the field. Those entries with the changed key field will not be deleted. When the entries are successfully deleted, the system displays the following message at the bottom of the screen: '*L032 ALL LINES DELETED.'
E	Exit—Exits a table. Used in sequence after the following actions: • P (pause)—**E** returns to the document when the user's previous command was P • L (leaf)—**E** returns user to the previous table OR takes user to the USDA FFIS login screen • Z (zoom)—**E** returns user to the previous table
F	Forward—Takes user forward to a screen recently viewed. User must have used the following action chain preceding F: 1. L (leaf) 2. B (back)
G	Get—Gets a record based on the key field value entered

Table Actions	Action Performed
L	Leaf / Leap • Used to go to a specified screen in a related table based on the data displayed on the current screen. • Used to create a new document (e.g., L XX where XX = document trans code of document you wish to create). If related entries are not found in the new table, the following messages are displayed: '*L008 END OF FILE' or 'L004 LINE NOT FOUND.' NOTE: You may use the leaf command up to five consecutive times.
M	More—Lists additional error messages. If an action results in more messages than can be displayed on the screen, the system automatically changes the action to 'M'.

Table Actions, *continued*

N	Next (or New)—Takes user to a new table
R	Refill—Automatically generated when scrolling through table screens. User may also input this action to refill the screen with the next record.
S	Scan—Scans/searches the table for a particular record. NOTE: When you are scrolling through a table, the S automatically becomes R (refill).
T	Top—Takes the user to the top of the table after multiple screen refills.
Z	Zoom—Toggles between tables without loss of data. FFIS freezes the current screen data, allows the user to go to another table, modify or display data in other tables, and return to the first screen, which is unchanged. NOTE: You may use the zoom command up to five consecutive times.
< *or* >	Displays the previous *or* next screen of data within the same table, up to four screens back, when scanning and refilling table entries

```
Suspense File (SUSF)
```

Access SUSF after logging into FFIS:

Step	Action
1	Type N in the ACTION field. (The system automatic-ally jumps to the next field.)
2	Type SUSF in TABLEID.
3	Press Enter.
4	Press Enter again to display all documents on SUSF.

SUSF displays documents at all stages of processing. A document that is run successfully has **ACCPT** status. It will be archived off SUSF after a specified period (probably one or two days) to be determined by ARS.

You may perform the following functions from SUSF:

- Create a new document

- Review an accepted document

- Copy a document

- Free a document in use by another user

- Delete a document

Steps for each of these processes begin in the next column.

Create a new document from SUSF

Step	Action
1	Type NEW in the FUNCTION field.
2	Type in the DOCUMENT ID (batch ID if applicable).
3	Press Enter. FFIS displays a blank document ready for data to be entered.

Access a previously created document or batch directly from SUSF

Step	Action
1	Search for the document in SUSF.
2	Type S in the ACTION field.
3	Type X in the SEL field for the document or batch that you wish to access, or place the cursor on the document or batch you wish to access.
4	Press Enter. FFIS displays the document.

SUSF, *continued*

Copy a document from SUSF

Step	Action
1	In SUSF, search for a document with the same trans code that you would like to copy.
2	Type S in the ACTION field.
3	Type COPY in the FUNCTION field.
4	Type the new document ID in line 00 in the DOCUMENT ID fields.
5	Type X in the SEL field for the document you wish to copy.
6	Press Enter. FFIS creates and displays a copy of the original document with the new document ID.

Hold a document from SUSF

Step	Action
1	Search for the batch or document in SUSF.
2	Type S in the ACTION field.
3	Type HOLD in the FUNCTION field.
4	Type X in the SEL field of the document or batch you wish to hold. (The X may be placed on multiple documents or batches.)
5	Press Enter.

Delete a document from SUSF

Step	Action
1	Search for the batch or document in SUSF.
2	Type S in the ACTION field.
3	Type DELETE in the FUNCTION field.
4	Type X in the SEL field of the document or batch you wish to delete. (The X may be placed on multiple documents or batches.)
5	Press Enter. The document status will change to DELET.

Undelete a document from SUSF

Step	Action
1	Search for the batch or document in SUSF.
2	Type S in the ACTION field.
3	Type UNDELETE in the FUNCTION field.
4	Type X in the SEL field of the document or batch you wish to undelete. (The X may be placed on multiple documents or batches.)
5	Press Enter.

Process a document or batch from SUSF

Step	Action
1	Search for the batch or document in SUSF.
2	Type S in the ACTION field.
3	Type RUN in the FUNCTION field.
4	Type X in the SEL field of the document or batch in which you wish to process Pass 2. (The X may be placed on multiple documents or batches.)
5	Press Enter.

If…	Then…
the batch or document is processed without errors,	the status changes to ACCPT in SUSF, and the document updates all applicable tables and journals.
The process detects errors,	the status changes to REJCT and the selected batch or document opens. The cursor will be positioned in the first screen that contains errors. Correct the errors and re-process the document here or in SUSF.

Schedule a document or batch to be processed later from SUSF

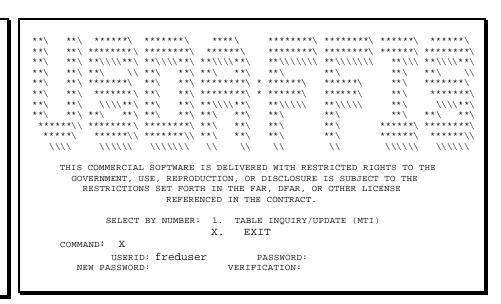| Step	Action
1	Search for the batch or document in SUSF.
2	Type S in the ACTION field.
3	Type SCHEDULE in the FUNCTION field.
4	Type X in the SEL field of the document or batch you wish to schedule for overnight processing. (The X may be placed on multiple documents or batches.)
5	Press Enter.

Free a document or batch in use from SUSF

Step	Action
1	Search for the batch or document in SUSF.
2	Type S in the ACTION field.
3	Type FREE in the FUNCTION field.
4	Type X in the SEL field for the document or batch you wish to free.
5	Press Enter. FFIS displays a message that the document or batch document has been freed.

System Logoff

From any table:

```
ACTION: E  SCREEN: SUSF USERID: FRED          DOCUMENT SUSPENSE INDEX 1
 FUNCTION:                                     SEC2:

       ----BATCH ID---- -----DOCUMENT ID------          LAST  LAST PROCESS
   SEL TRAN SEC1 NUMBER TRAN SEC1   NUMBER     STAT  APPRV DATE USER DATE
   -   ---- ---- ------ ---- ----  ------------ ----- ----- ------ ---- ------
 00-
 01-    .    .    .     BE   CAZ2 LP            ACCPT 00000 001001 FRED
 02-    .    .    .     BE   CAZ2 LX            ACCPT 00000 001001 FRED
 03-    .    .    .     BE   CAZ3 TP            ACCPT 00000 001001 FRED
 04-    .    .    .     BE   CAZ3 TX            ACCPT 00000 001001 FRED
 05-    .    .    .     BE   0101 CA            ACCPT 00000 001001 FRED
 06-    .    .    .     BE   0101 CANEW         ACCPT 00000 001001 FRED
 07-    .    .    .     BE   0101 CATEST        REJCT 00000 001001 FRED
 08-    .    .    .     BE   0101 CAX           ACCPT 00000 001001 FRED
 09-    .    .    .     BE   0101 CA00          ACCPT 00000 001001 FRED
 10-    .    .    .     BE   0101 FUND33TEST    ACCPT 00000 001001 FRED
 11-    .    .    .     BE   0101 TEST          ACCPT 00000 010124 FRED
 12-    .    .    .     BE   0101 21TEST1       ACCPT 00000 001001 FRED
 13-    .    .    .     BE   1020 001           ACCPT 00000 001001 FRED
 14-    .    .    .     BE   1050 01231050001  ACCPT 00000 001001 FRED
```

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   SELECT BY NUMBER:  1.  TABLE INQUIRY/UPDATE (MTI)
                      X.  EXIT
COMMAND: X
       USERID: freduser      PASSWORD:
   NEW PASSWORD:            VERIFICATION:
```

Step	Action
1	Type E in the ACTION field and press Enter. (If you have used the zoom command several times, you will need to repeat this step until you are back at the USDA FFIS banner screen.)

Step	Action
2	Type X in the COMMAND field and press Enter.
3	A blank screen is displayed. Type BYE and press Enter.